MEMORANDUM

DATE: May 4, 2009

TO: Regional Workforce Board Executive Directors/CEOs

FROM: Lois A. Scott, Program Manager, One-Stop and Program Support

SUBJECT: Notice of Local Workforce Services Plan Instructions for Summer Youth Programs

The purpose of this memorandum is to transmit the attached instructions to guide Regional Workforce Boards (RWB) in developing local workforce services plans for operating a Summer Youth Program (SYP). The instructions for preparing your SYP local plans outline the requirements that are necessary to describe the RWBs goals and strategies for implementing summer youth activities required as a result of stimulus funds provided under the American Recovery and Reinvestment Act (ARRA) of 2009. The RWBs summer youth local plans are due to the State by May 25, 2009. Please submit the required information to Fay Malone, Benefits Administrator, via email at Fay.Malone@flaawi.com.

As a reminder, RWBs should also begin the process of preparing modifications to local comprehensive workforce service plans. The RWBs are required to submit a modified local plan to the Governor which identifies and describes the policies, procedures, and activities that will be carried out in the local area consistent with the State’s Workforce Plan and the requirements of ARRA and its implementing guidance. Specific planning instructions for preparing the modified plans and a timeline for submitting those plans will be sent to the RWBs at a later date.

Should you have any questions or require additional information or further clarification, please feel free to contact Fay Malone at the above email address or at (850) 245-7420. We look forward to a very successful planning process.

LAS/okw

Attachment

cc: Steve Urguhart Helen Jones Richard Meik Charles Williams Kevin Neal Vickie Smith
Mike Lynch Fay Malone

Agency for Workforce Innovation
The Caldwell Building, Suite 100•107 East Madison Street•Tallahassee, Florida•32399-4120
Telephone (850) 245-7105•Fax (850) 921-3223•TTY/TDD 1-800-955-8771-Voice1-800-955-8770
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